

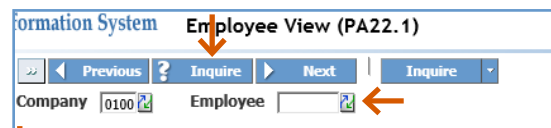
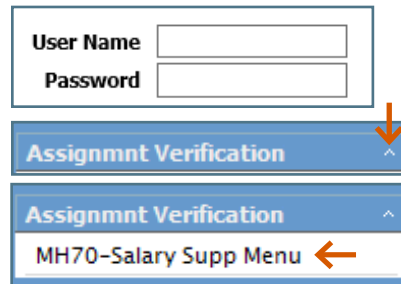


# Employee & Retiree Service Center

## Extracurricular Activity (ECA) Plan ECA Class 3 Stipends

ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE & HIGH SCHOOLS

1. Visit <https://cescentdb120.mcpsmd.org/lawson/portal/> to access the ECA Class 3 stipend log-in screen. Access is available each year from August 1–May 31.
2. Log in using your Outlook username and password.
3. Next to **Assignment Verification**, located in the blue navigation bar on the left side of the screen, click on the drop-down arrow and select **MH70-Salary Supp Menu**.
4. If the menu is already displaying your location, continue to Step 5. If your location is not displayed:
  - Type your location number in the location code box, or use the drop down (by clicking the arrow to the right of the location code box) to select your school.
  - Click **? Inquire** at the top of the screen.
5. To verify a sponsor's eligibility, do the following:
  - Next to **Full Employee View**, located in the blue navigation bar on the left side of the screen, click on the drop-down arrow and select **Employee View**.
  - Enter an ECA 3 sponsor's employee ID number and click again on **? Inquire**.
  - On the next screen, you can verify eligibility based on assignment and total FTE.
  - To return to the MH70 screen and begin entering sponsors, right click on the **gray double arrow button** at the top of the screen and to the right of the Home tab and select **Back**.



A screenshot of the main data table. The table has columns for 'Status', 'Effective', 'FTE', 'User ID', 'Name', 'Email', and 'Birthday'. Below this is a table with columns for 'MPLE and ECA', 'Job Code', 'Process Lvl', 'Location', 'Department', 'Start', and 'End'. A red arrow points to the 'MPLE and ECA' column header.

Status	Effective	FTE	User ID	Name	Email	Birthday
1	03/18-6550-00 Paraproficator Spec Ed	0.875000	0318-Cat. E. Brooke Lee Middle Sch	6550-Paraproficator Spec Ed 12-13	08/19/2013	08/19/2013

MPLE and ECA	Job Code	Process Lvl	Location	Department	Start	End
1	E3112-Basketball, MS (Boys)	0318-Cat. E. Brooke Lee Middle Sch	0318-Cat. E. Brooke Lee Middle Sch	ENONE-ECA	07/01/2015	06/30/2016
2	E3202-Softball, MS (Boys)	0318-Cat. E. Brooke Lee Middle Sch	0318-Cat. E. Brooke Lee Middle Sch	ENONE-ECA	07/01/2015	06/30/2016





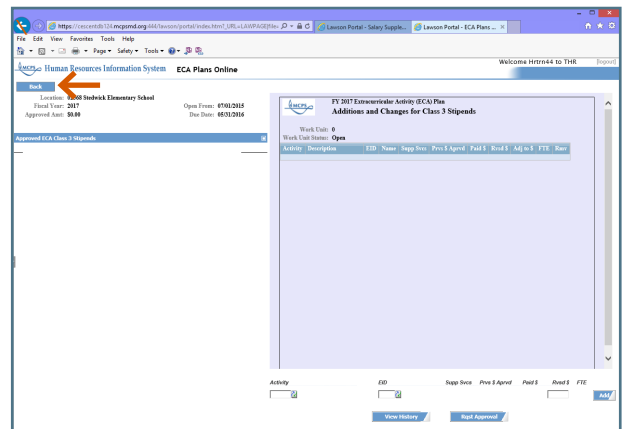
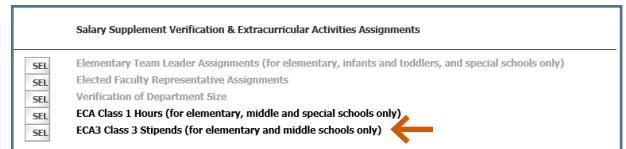
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6. Click on **SEL**, next to **ECA Class 3 Online Process**.  
The ECA Class 3 stipends work unit screen opens.

*Tip: To return to the Home Tab at any point during this process, use the **Back** button located in the upper left corner of the screen. Do NOT click on the left facing arrow at the top left of the screen.*



7. You are now ready to enter the ECA Class 3 activity, employee ID number (**EID**), and stipend amount in the lower right side of the screen. Click in the **Activity** field and enter the activity code.

- To enter the correct ECA Class 3 activity code, click on the small arrow to the right of the **Activity** field and the activity codes, descriptions, and stipend amounts will appear in the **Drill Around** screen. Note the amount of the stipend before selecting the activity code. Once you click on the activity code, the **Drill Around** screen will automatically close and the **Activity** field at the bottom will populate with the ECA Class 3 activity code and description you selected.
- Tab to the **EID** field and, if you know it, enter the sponsor's EID number. If you do not, click on the arrow to the right of the field to search for and select the employee. After entering the EID, press the **Tab** key to see the sponsor's name. If you entered the incorrect EID, you can click in the **EID** field, enter the correct EID, press **Tab** and the name will appear. Press **Tab** again.



Drill Around - Webpage Dialog

Close Search Find Next Reset Printable View

Activity	Description	Max Amount	Active Flag
E3L141	Enrichment Activities	363,000.00	Active
E3L161	Enrichment Activities	363,000.00	Active
E3L201	Outdoor Environ Ed Ogr-6-Grde	290,000.00	Active
E3M011	Safety Patrol	2770,000.00	Active
E3R051	Choral Director ES	1044,000.00	Active



## Extracurricular Activity (ECA) Plan ECA Class 3 Stipends

### ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE & HIGH SCHOOLS

- Your cursor will be in the **Rvsd \$** field. Enter the stipend as a whole dollar amount.
- Click the **Add** button. The entire row of information will shift to the top section of the work unit screen and will be saved. If you do not click on the **Add** button, your entry will not be saved.
- If necessary, you can change the stipend amount by clicking the **Rvsd \$** field, highlighting the amount, and entering a new stipend amount. Press the **Tab** key to see the new amount in the **Adj to Dollars** column.
- To remove a sponsor from your work unit screen, click on the **X** in the **RMV** column.
- Finish entering the ECA Class 3 sponsors, activities, and stipend amounts as instructed above.

Work Unit: 0  
Work Unit Status: Open

Activity	Description	EID	Name	Supp Svcs	Prvs \$ Aprvd	Paid \$	Rvsd \$	Adj to \$	FTE	Rmv
ESL101	Enrichment Activities	00482	Myers, Alice		0	0	363	363	1.0000	X

Work Unit: 0  
Work Unit Status: Open

Activity	Description	EID	Name	Supp Svcs	Prvs \$ Aprvd	Paid \$	Rvsd \$	Adj to \$	FTE	Rmv
ESL101	Enrichment Activities	00482	Myers, Alice		0	0	121	121	1.0000	X

Work Unit: 0  
Work Unit Status: Open

Activity	Description	EID	Name	Supp Svcs	Prvs \$ Aprvd	Paid \$	Rvsd \$	Adj to \$	FTE	Rmv
ESL101	Enrichment Activities	00482	Myers, Alice		0	0	121	121	1.0000	X

### General Tips:

- To see previous plan-year activities and sponsors, click on the **View History** button. In the drop-down menu, select the plan year. The menu includes selections for each plan year since the ECA process for your location was made available online.
- If there is a checkmark (✓) in the **Supp Svcs** column, your sponsor is a supporting service employee. Make sure the employee is eligible to be an ECA sponsor by reviewing the "Coaching Eligibility and Restrictions" section in the Extracurricular Activities Program Handbook, which you can find by searching for it from any MCPS web page.
- The FTE column indicates the total FTE for the sponsor/coach.



# Employee & Retiree Service Center

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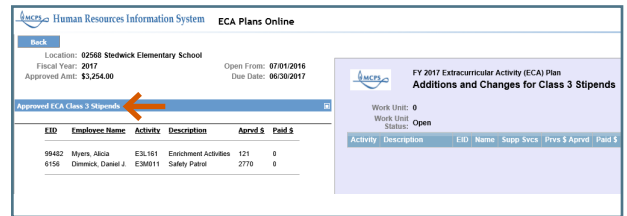
### ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE & HIGH SCHOOLS

8. Once you have finished listing your sponsors, submit the plan to your principal for approval.

- Click the **Rqst Approval** button, found at the bottom of the work unit screen. This sends the plan to your principal's **Inbasket ProcessFlow Integrator** on his or her **Home** tab.
- A pop-up message appears, "ECA Online Approval request submitted successfully."



If your ECA Class 3 plan is approved, your principal will send it to the Employee and Retiree Service Center (ERSC). Once ERSC approves your submission, the sponsors, activities, and stipends will appear on the left side of your work unit screen under **Approved ECA Class 3 Stipends**.



If your principal rejects your submission, you will still find the plan in your work unit screen for you to revise and resubmit.

9. If you need to **ADD** a new **ECA Class 3** activity and sponsor **after** your first plan submission has been **approved** by your principal and submitted to ERSC, follow steps 1–7 of these instructions.



# Employee & Retiree Service Center

## Extracurricular Activity (ECA) Plan ECA Class 3 Stipends

### ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE & HIGH SCHOOLS

10. To **CHANGE** a previously approved stipend amount, follow steps 1–5. Then, click on the approved sponsor line under the heading **Approved ECA Class 3 Stipends** on the left side of the work unit screen. The **Activity**, **EID**, and **Prvs \$ Aprvd** will be populated on the bottom right of the work unit screen.

- Enter the **Rvsd \$** amount and click the **Add** button.

**Tip:** The revised amount cannot be less than the hours posted and paid to date.

- Your entry will move to the top section of the work unit screen. The new stipend amount will appear in the **Rvsd \$** column with the adjustment to the stipend in the **Adj to \$** column.
- Submit your change to your principal for his/her approval by clicking the **Rqst Approval** button. If approved, the change will be sent to ERSC. If your principal rejects your change, you will see it in your work unit screen for you to revise and resubmit.

11. To exit the system, click on **Logout** in the upper right corner to close the browser.

**Tip:** If you click on the column titles in the **Approved ECA Class 3 Stipends** on the left side of the screen, you can sort by ascending or descending order.

EID	Name	Activity	Description	Aprvd \$	Paid \$
6156	Dimmick, Daniel J.	E3M011	Safety Patrol	2770	0
12922	Dimmick, Lucinda A.	E3L161	Enrichment Activities	0	0
30572	Reynolds, Barbara E.	E3L141	Enrichment Activities	363	0

Activity	EID	Supp Svcs	Prvs \$ Aprvd
E3M011	Safety Patrol	6156	Dimmick, Daniel J. 2770

EID	Supp Svcs	Prvs \$ Aprvd	Paid \$	Rvsd \$	FTE
6156	Dimmick, Daniel J.	2770	0	1385	1.0000

Activity	Description	EID	Name	Supp Svcs	Prvs \$ Aprvd	Paid \$	Rvsd \$	Adj to \$	Remove
E3M011	Safety Patrol	6156	Dimmick, Daniel J.		2770	0	1385	-1385	X

Activity	EID	Supp Svcs	Prvs \$ Aprvd

[logout]